



CARING FOR OUR COMMUNITY ONE PERSON AT A TIME

Job Description

<i>Job Title:</i>	Accounting Assistant
<i>Department:</i>	Administration
<i>Position Status:</i>	Part Time, Non-Exempt
<i>Expected Pay Rate:</i>	\$18.00/hour
<i>Supervised by:</i>	Director of Finance

General Statement of Duties:

The Accounting Assistant completes basic accounting functions and assists with financial operations as assigned, according to generally accepted accounting standards.

Specific Duties or Typical Work Activities:

- Records data and manages processes associated with accounts payable, accounts receivable, billing, and other accounting functions, as assigned
- Prepares and manages bank deposits
- Assists with payroll processes
- Processes accounts payable
- Assists with follow up on billing issues with program staff
- Assists with reconciliation of receivables
- Other related work, as assigned

Required Knowledge and Skills:

- Working knowledge of standard office practices and accounting operations
- Data entry and general accounting skills
- Familiarity with Agency programs, services, and operations
- Computer competency and proficiency with Microsoft Excel and Word
- Well-developed written and verbal communication skills
- Good time management and organizational skills
- Ability to work independently

Qualifications:

- High School Diploma or the equivalent is required
- Associate Degree in Accounting is preferred
- 2-3 years working in a non-profit organization and accounting experience is preferred

Additional Expectations:

- Must work the expected 20 hours per week
- Must comply with Agency and program policies and procedures
- Required to understand and abide by applicable laws, regulations, policies, and procedures
- Required to report any known or suspected violation of laws, regulations, policies, or procedures related to programs, services, Agency operations, or Agency personnel
- Required to maintain accurate statistical records and documentation including, but not limited to, billing records, expense sheets, purchase orders, and petty cash
- Process reports of known or suspected violations with the Agency Compliance Officer, without any retaliatory action against any employee

Catholic Charities of Cortland County is an Equal Opportunity Employer.

Last Updated: 3/24/2025